

DD/S&T 3334-64

21 December 1964

MEMORANDUM FOR: Chief, Procurement Division/OL

SUBJECT : Imprest Fund Accounting for the
Period 1-18 December 1964

REFERENCES : A. Memorandum 3384-64 from DD/S&T
dated 8 December 1964
B. Memorandum from PD/OL dated
18 December 1964

1. In reference to your memorandum, an explanation of the questioned items is as follows:

A. Four (4) clocks \$87.89

These clocks were purchased for specific use in the Office of the DD/S&T and the areas immediately adjacent thereto. They are not common stock items and are therefore not available from Government sources. They were chosen because they are in consonance with the ISD approved decor of the suite and secondly because they are battery-powered. The locations for which they are required were not wired to permit use of standard electric clocks. Time, inconvenience and additional expense motivated use of the Imprest Fund for this purchase.

B. Telephone Charge \$4.40

Please refer to our referenced memorandum which broadened the scope of our Imprest Fund to cover miscellaneous services of this nature. For your information, DD/S&T has no other funds to handle expenditures of this nature.

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Imprest Fund Accounting

- 2 -

C. Official Christmas Cards

These cards were purchased for the Deputy Director for use in an operational manner with offices of foreign intelligence services with whom liaison is conducted, i.e., [REDACTED]

25X1X7 [REDACTED] etc.

25X1X7

2. Attached is our accounting which we are re-submitting.

25X1A9a [REDACTED]

Chief, Administrative Staff
Directorate of
Science and Technology

CONCUR:

25X1A9a

[REDACTED]
Executive Officer

28/12/64
Date

Distribution:

Orig & 1 - Addressee

1 - [REDACTED]

1 - [REDACTED]

1 - DD/S&T B&F

2 - DD/S&T Registry

AO/DD/S&T: [REDACTED] 4427:bwl:28 Dec 64

25X1A9a

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ORIGINAL DOCUMENT MISSING PAGE(S):

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